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10 May 1950

**MEMORANDUM FOR:** Chief, Special Support Staff  
Chief, Training Division

**SUBJECT:** Records Inventory.

1. Reference is made to CIA Notice  dated 20 April 1950, subject as above.
2. Confirming previous agreement between the Management Staff and your Records Officer:
  - a. All necessary action as prescribed by the Notice will be accomplished.
  - b. Those records which you determine to be sensitive need not be reported to the CIA Records Officer.
  - c. Records determined to be sensitive will be appropriately entered on the inventory form, entries evaluated for disposal and retention purposes, and disposal schedules and retention tables prepared and submitted to the Executive for approval and return to you for further action.
3. The inventory form has been designed so that the information may be readily transferred to tabulating cards. The use of machine equipment, when available, will assist materially in analysis and evaluation of the records.
4. Information or assistance required in connection with the inventory, analysis and evaluation of records may be requested from the CIA Records Officer.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

Acting Executive

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